

**State of Delaware
Fleet Services**

OPERATING POLICIES AND PROCEDURES

CATEGORY: VEHICLE RESERVATIONS	DATE ISSUED: 1-01-04 REVISED: 07-01-12	EFFECTIVE DATE 07-01-12	POLICY NO: VR-4
TITLE: RENTAL RATES			PAGE 1 OF 2

Rates for FY13

**Fleet Services Revised Rates
Effective 7/1/2012**

	Mileage Limit of 11429		Mileage Limit of 20000	
Vehicle Type	Monthly Rate	Excess Mileage Rate	Monthly Rate	Excess Mileage Rate
Sedan	\$523.98	\$0.39	\$806.10	\$0.39
4x2 Trucks	\$616.31	\$0.49	\$906.30	\$0.45
Cargo Vans	\$625.12	\$0.49	\$966.58	\$0.49
Mini-Vans	\$620.13	\$0.49	\$938.04	\$0.47
4x4	\$818.39	\$0.70	\$1,003.24	\$0.51
SUV	\$718.19	\$0.59	\$1,085.26	\$0.56
Lg Passenger Van	\$753.58	\$0.63	\$1149.31	\$0.60
Full Size Sedan	\$639.25	\$0.51	\$919.67	\$0.46

Note: These Rates represent the most common vehicles. For information on specialty vehicles contact Fleet Services.

Reservation Rate:

Daily Rates for Reservations

Vehicle Type	20% Discounted Daily Rate	Full Rate
Sedan	\$25.44	\$30.53
4x2 Trucks	\$29.92	\$35.90
Cargo Vans	\$30.35	\$36.42
Mini-Vans	\$30.10	\$36.12
4x4	\$39.73	\$47.68
SUV	\$34.86	\$41.83
Lg Passenger Van	\$36.58	\$43.90
Full Size Sedan	\$31.03	\$37.24

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TITLE:
RENTAL RATES (CONT'D)

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Additional Charges

<u>Abbreviation</u>		<u>Charge</u>
UU	Unauthorized Usage	Full Rate of Reserved Vehicle
KK	Kept keys Beyond Reservation	Full Rate of Reserved Vehicle
DN	Detailing Necessary	\$75.00 Minimum
FF	Fuel Flag	\$50.00
OG	Out of Gas	\$125.00
RC	Vehicle Returned to Wrong Site (including not parking in designated pool site area)	\$125.00
EA	Extreme Abuse	See Fleet Administrator
LC	Late Cancellation	Daily Rate
NS	No Show	Full Rate of Reserved Vehicle
Other Charges:	Lost Fuel Card	\$50.00
	Lost Keys	Dealer Price + \$50.00
	Damaged or Missing EZ Pass	Transponder Price + \$50.00

*LC – Anything less than 2 ½ hours notice of cancellation before departure or up to 1 hour after dispatch time.

Excess Mileage Rate

Varies by vehicle type. Call Fleet Services for Rates.

SURCHARGE RATE:

All rentals are charged full rate which includes a 20% surcharge if reservation is not made via the on-line portal and received at least 2.5 business hours prior to pick up. **Reservations made via phone, fax, email or the internet/intranet are charged full rate which includes 20% surcharge.**